

JOB DESCRIPTION
Team Leader – Quality Inspection Group

Department: Quality
Group: Quality Inspection
FLSA Status: Non-Exempt

Job Status: Full-Time
Reports to: Department Head, Quality
Date: January 5, 2016

POSITION SUMMARY

This position is responsible for providing necessary leadership and training to Quality Inspection Group consisting of Team Members. Position will interpret company policies and enforce company rules, and meet company targets.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Supervise Quality Inspection Team Members and will be responsible for the overall operations of these areas.
- Lead improvements activities for quality, delivery, cost and safety objectives and will support continuous improvement through Kaizen.
- Prepare standardized work procedures and facilitate effective communication of procedures to affected areas.
- Develop training documents and facilitate training; assist in trouble shooting quality issues.
- Must be able to assist in manpower management and ability to control overtime.
- Must be able to successfully lead and function within a team environment and be able to adapt to change.
- Responsible for 5s activities for assigned area.
- Monitors performance and provides feed back.
- Support company policies and procedures as defined in handbook and administer fairly and consistently.
- Must ensure compliance with the OTICS Production System procedures and train and develop QIG members on proper procedures.
- Facilitate good communications with the QIG and MFG members for establishing expectations and problem resolutions.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive of training and performing functions in multiple areas.
- Responsible for implementation and follow up of countermeasure activities related to customer and/or department issues.
- Must be willing to travel to customers, suppliers, etc. as needed.
- Maintain safety and address concerns immediately.
- Must ensure that all safety procedures and practices are implemented and followed.
- Responsible for proper waste disposal and any and all other activities associated with the Environmental Management System.
- Required to perform daily QIG tasks and supervisor duties.
- Must complete all necessary reporting and required paperwork.
- Recognize and define problems, collect data, and develop conclusions.
- Communicate effectively with others using both oral and written communication skills.
- Requires open availability.
- Other duties as required.

POSITION QUALIFICATIONS

- Must have supervisory knowledge in a manufacturing environment, preferably in an automotive industry or have proven ability to lead people.
- Must display leadership ability, able to influence others to perform their jobs effectively and to be responsible for making decisions.
- Must have working knowledge of manufacturing systems and processes.
- Knowledge of quality systems, gauging, and close tolerance measurement.
- Knowledge of special equipment (IE CMM, RondCom, etc) is desired.

- Must have technical aptitude (ability to comprehend complex technical topics and specialized information).
- General understanding of mechanical blueprints is required.
- Must have general understanding of quality assurance system.
- Must have strong analytical skills (ability to use thinking and reasoning to solve a problem). Must have solid problem solving skills using a variety of statistical and root cause tools.
- Positive attitude to support company policies and must be able to maintain a high-morale environment.
- Must be able to adapt to change in the workplace and demonstrate flexibility with new ideas and different environments.
- Must be able to train others.
- Must be accurate (ability to perform work accurately and thoroughly).
- Must be energetic (ability to work at a sustained pace and produce quality work).
- Must display honesty / integrity (ability to be truthful and be seen as credible in the workplace).
- Must demonstrate initiative (ability to make decisions or take actions to solve a problem or reach a goal).
- Must be organized or follow a systematic method of performing a task.
- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Must be able to use mathematic principles in solving business equations.
- Ability to read and follow work instructions, procedures and policies.

EDUCATION

High School Degree or GED Required.

EXPERIENCE

Ideal candidate will possess five (5) or more years experience in a high-volume manufacturing environment, preferably in the automotive industry. Previous supervisor experience highly desired.

SUPERVISORY RESPONSIBILITIES

This job will focus upon the direction of work activities and will be responsible for direct supervisory duties affecting hourly associates.

COMPUTER SKILLS

Ability to operate computerized equipment is required. Must be proficient in Excel, Word, Visio and Powerpoint. In addition, must have working knowledge of PC applications and perform data entry. Will be required to attend training as necessary.

CERTIFICATES & LICENSES

No certificates required.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in an office environment inside of a manufacturing facility with frequent exposure to the shop floor where PPE is required. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.